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10 July 1959

MEMORANDUM FOR THE RECORD

SUBJECT: DTR Staff Meeting

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1. Mr. Baird announced the resignation of Mr. [] which will be effective on or about 1 September. Mr. [] has a position outside the Agency, although when questioned by Mr. Baird as to the type of position or with whom, Mr. [] thought that he should not mention it at this time but would at a later date. Mr. [] also asked all concerned not to mention this before 12 noon so that his staff could be the first to know of his resignation. James [] will assume the duties of C/A&E immediately and Mr. [] will work on his reply to the IG Report prior to his departure 1 September. Mr. Baird said Mr. [] and PPS will come up with a reply to the IG Report. It is my assumption that this refers to the final IG Report and not the draft copy which is in our possession at the present time.

2. Mr. Baird is looking to PPS to review the last IG Report on the Office of Training which probably is dated in 1955 and to see if we have complied with the recommendations. Compliance with the recommendations refers to those which the Office of Training stated agreement. Mr. Baird mentioned briefly DOB. There may have been a reference concerning DOB in the 1955 IG Report; otherwise I do not know the meaning of his reference.

3. There will be an [] computer course for four days starting 27 July, held in [] Mr. [] has been asked to determine the numbers that can be accommodated and who should go. Mr. [] signified that he would like to attend the first three hours, which will be an explanation of the capabilities and possibilities of the computer. Mr. Baird believes that a man from A&E, Registrar, and Intelligence School should attend. Although PPS was not mentioned, it may be desirable to have someone attend the course.

4. Mr. Baird spoke of the vital materials program and said that PPS will keep a watch on this program to see that it moves. Mr. [] stated that his office had tapes and books on all his courses

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25 YEAR RE-REVIEW

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both at [] and at the vital documents center and that he felt his office was up on this program. He further stated that of course [] was well ahead of everybody on this situation. PPS task is to keep the program moving, if necessary.

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5. [] discussed the assessment of incoming JOT's for the fall session which starts 14 September. There apparently is no problem even though Mr. Baird suggested to Mr. [] that he reduce assessments to one day rather than two. 25X1

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6. [] also reported on the discussions of JOT [] who has returned from [] and talked at great length with the JOT's now studying at []. The point was that "one of our own" can give us the answers. [] did a superb job and there were many penetrating questions. As a result of this, it is believed that three other graduate JOT's from various areas such as Europe, China, and Africa may be asked to discuss their activities with the student group.

7. Two security violations were made by JOT's and their promotions were held up for thirty days as a result. An interesting item on these violations was that although they occurred 1 June, neither [] 25X1 nor anyone else in Headquarters knew of the violations until 8 July.

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8. Mr. [] advised that the overtime regulation becomes effective Monday 13 July. Mr. Baird stated that he wanted the authority for authorizing overtime on T&A cards to be held at a very high level, possibly School and Staff Chiefs and maybe one organizational step lower, but he insisted that high-level authorization was necessary for full control.

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9. Mr. [] announced that Mr. [] was on board and had been named as C/PPS. Mr. Baird elaborated on this point, stating Mr. [] was an extremely capable individual. Mr. [] advised 25X1 that Mr. [] would no doubt assist Mr. [] in arranging 25X1 briefings similar to those that he had when he entered on duty in PPS.

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10. Mr. [] announced that the Management Staff would like to show the new film on the Suggestion Awards Program to OTR during the week of 20 July. Mr. Baird extolled the merits of the film and stated that PPS would establish the time and then advise everyone. Mr. [] will handle this program.

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11. With reference to paragraph 5, Mr. [] stated that 25X1
Plans and Policy Staff should coordinate with []
on the assessment program of the incoming JOT's. The reason for
coordination is to make sure that the assessments move along and
that if necessary they be reduced from two days to one day to get the
program completed. I would not suggest action on this until []
is placed in the Chief's job. 25X1

R. B. J. H.

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